

5 FAM 450 MICROGRAPHIC RECORDS

(CT:IM-91; 07-05-2007)

The Department has issued interim policy guidance to this section. The information contained in ALDAC 91487, dated 29 June 2007, will become 5 FAM 452.

5 FAM 451 GENERAL

(TL:IM-19; 10-30-1995)

- a. The use of micrographics shall be considered as a possible effective and economic means to solve records management problems in Department offices and at posts.
- b. Department offices or posts should not undertake a micrographic study or project without the approval of the Records Management Branch (OIS/RA/RD). The Records Management Branch will assist an office or post to:
 - (1) Determine the practicality of any microfilm project in connection with the management, maintenance, or disposition of Departmental or post records;
 - (2) Ensure compliance with the standards for microfilming established by the Archivist of the United States and the National Institute for Standards and Technology (NIST);
 - (3) Obtain the necessary clearances and disposal authorizations for replacing the original records with microfilm copies;
 - (4) Establish the standards for the types and quantities of microphotograph equipment and supplies used by the Department and post; and
 - (5) Obtain prior approval for proposed microfilm projects to be performed for the Department or a post by another Federal agency or by a private contractor.
- c. For additional policy, guidelines and procedures, concerning micrographics, see 5 FAH-4 H-600.

5 FAM 452 THROUGH 459 UNASSIGNED